

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2009 – 0011

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

**Subject: Update to “Guidelines for Entering Civil Service Information in
ISIS HR”**

Issue Date: July 27, 2009

This is to advise agencies that the “Guidelines for Entering Civil Service Information in ISIS HR” have been updated.

These updated guidelines replace the previous Civil Service Entry Guidelines. Although the guidelines are written to specifically address the ISIS HR system, agencies using other HRIS systems are reminded that they must duplicate for their agencies the information requirements found in the guidelines.

REASON FOR THE CHANGE: Civil Service regularly monitors agency HR practices, changes in the ISIS HR system, and the CS rules to determine their impact on the type of entries that should be made in the system. Therefore, the guidelines must be updated periodically.

Following are the sections of the guidelines that have been affected since the last revision:

Other Personnel Changes

- Added link to ISIS HR Quick Tip #39 under PPR

Separations

- Added action reason “UNCL Termination of Contract” under Involuntary – Disciplinary
- Added action reason “UNCL Reduction in Force” under Involuntary – Layoff

If you have any questions, please contact Burgundy Cummings at (225) 219-9449.

Sincerely,

s/Shannon S. Temple
Director